

I. INTRODUCTION

This position is located in a field location of the Processed Products Branch, Fruit and Vegetable Programs, Agricultural Marketing Service. The incumbent serves as an Agricultural Commodity Aid (Processed Fruit and Vegetable) in a processing plant or laboratory and performs routine tasks related to sampling and the determination of the quality and condition of processed food products.

II. MAJOR DUTIES

The employee performs one or more of the following tasks:

Draws official samples of processed fruit and vegetable products in warehouses, plants, freezers, freight cars, trucks, vessels and similar locations. Performs related duties such as case stamping and assisting in checkloading and examining for condition of container. Prepares related papers indicating date, time involved and expense incurred, name of product, size of container, type of case, number of cases in lot, number in sample, location of lot, and other pertinent information. Performs simple assignments in the office, laboratory, or processing plant, such as arranging for inspection, making basic analyses, taking and recording weights, recording data (such as code marks, label nomenclature, score points), separating ingredients in multi-component products, and maintaining equipment.

III. FACTORS

Factor 1. Knowledge Required by the Position

Skill in following detailed oral and written instructions and regulations in order to correctly draw samples, etc.

Skill in performing simple routine laboratory procedures, recording data, preparing samples, etc.

Factor 2. Supervisory Controls

The employee receives specific, detailed written and oral instructions for work assignments. The degree of supervision may vary depending on the location of the work, e.g., in a plant or Area Office laboratory, or in the processing part of the plant. In a laboratory, there is constant supervision so all questions and problems can be immediately referred to the supervisor. An

in-plant Aid doing sampling or checkloading may have less constant supervision; however, the inspector is always present and checks the accuracy of the samples and the other work done by the Aid while grading the commodity. Routine work, such as sampling, is eventually performed independently following the instructions given, but work is still reviewed in progress and upon completion for accuracy and compliance with instructions.

Factor 3. Guidelines

Guidelines used are specific and detailed written and/or oral instructions that directly relate to the process of sampling, checkloading, etc. The guidelines are clear cut and do not require any adaptation or interpretation.

Factor 4. Complexity

The Aid does the routine tasks necessary prior to the inspection or grading of the product by the Agricultural Commodity Grader. The assignments are clear cut and follow already established procedures. However, there is a great need for accuracy and attention to detail.

Factor 5. Scope and Effect

The purpose of the Aid's work is to assist the Agricultural Commodity Grader by performing the necessary routine tasks before the commodity is inspected or graded. The accuracy of the Aid's work directly affects the final determination made by the ACG, which affects the financial interests of buyers and sellers.

Factor 6. Personal Contacts

The Aid has contacts with some plant personnel, mainly quality assurance and warehouse people, graders, and Area Office personnel.

Factor 7. Purpose of Contacts

The personal contacts of the Aid are to exchange information relative to the sampling, checkloading, labor work, etc., being done.

Factor 8. Physical Demands

Agricultural Commodity Aid work may require periods of physical exertion to lift and move boxes and cartons of product often weighing up to 50 pounds. There are prolonged periods of standing, walking, stooping, and bending. The Aid must be able to detect abnormalities in the commodity through normal or corrected vision in at least one eye for distance, depth perception, and colors.

Factor 9. Work Environment

The work environment includes exposure to freezing temperatures, slippery surfaces, moving materials, handling equipment, high noise level, and similar risks typical of processed fruit and vegetable processing plants and storage areas.